

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON AUGUST 13, 2004.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR FRANK YATOR. NO COLLECT CALLS.

U.S. Government Printing Office (GPO) Specifications, Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF  
CIRCULAR E - EMPLOYERS TAX GUIDE (PUB. 15, Rev. January, 2005)  
ALL MAIL

Table of Contents

Section 1 - SCHEDULE

- 1.1 Preaward Survey
- 1.2 Preproduction Conference
- 1.3 Quality Systems Audit
- 1.4 Inspection Notification
- 1.5 Mailing/Shipping Information
- 1.6 IRS Form 13456

Section 2 - MATERIALS

- 2.1 Furnished by the Government
- 2.2 Furnished by the Contractor
- 2.3 JCP Standards

Section 3 - PAMPHLET SPECIFICATIONS

- 3.1 Number of Pages
- 3.2 Quantity
- 3.3 Size
- 3.4 Ink
- 3.5 GPO Imprint Line
- 3.6 Image Size
- 3.7 Margins
- 3.8 Binding
- 3.9 Pamphlet Proofs

Section 7 - MAIL TURNOVER

- 7.1 Standard Mail
- 7.2 USPS Drop Shipments
- 7.3 Vehicles Provided
- 7.4 Special Handling Instructions

Section 4 - LABEL SPECIFICATIONS

- 4.1 Addressing
- 4.2 Cartridges
- 4.3 Unusable Cartridges

Section 5 - IMAGING TAX PACKAGES

- 5.1 Furnished Cartridges
- 5.2 Unusable Cartridges
- 5.3 Imaging/Addressing
- 5.4 Unique Number
- 5.5 USPS Regulations
- 5.6 Carrier Route Presort
- 5.7 Presort Palletization
- 5.8 Internal Wrapping or Tying
- 5.9 Postal Pallets
- 5.10 Security Letter
- 5.11 Zip Code Count Listing
- 5.12 Spoiled Tax Packages
- 5.13 IRS Tax Coordinator
- 5.14 Daily Production Report
- 5.15 Order of Addressing

Section 6 - STAGING

- 6.1 Loading Plan
- 6.2 Location of Staging Area

- 7.5 APO/FPO Packages
- 7.6 Indicia
- 7.7 Weight of Tax Package

## Section 8 - QUALITY ASSURANCE

- 8.1 QATAP
- 8.2 Production Samples

## Section 9 - OFFERS

### EXHIBITS

Exhibit 1 - Label Layout & Raw Record

Exhibit 2 - Daily Production Record

Exhibit 3 - Sample Format for Postage Summary Report

Exhibit 3A – Form 3602

Exhibit 4 - Example Format for Drop Shipment Plan

Exhibit 5 - Privacy Requirements

Exhibit 6 – Forms 13456 & 13456A

Exhibit 7 – Sample NCOA Undeliverable Summary Report

NOTE: Due to the numerous number of Exhibits (7) in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

SCOPE: These specifications cover printing and binding of 1,600,000 copies of a SIXTY- EIGHT PAGE (68), self-cover pamphlet, labeling/addressing\*, packing, assembling by ZIP Code (staging), and turning over for mailing of approx. 1,600,000 pamphlets.

\* See Section 4 for addressing option.

**CHANGES IN QUANTITY:** The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25 % of the pamphlet quantity until the date specified in the schedule. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.1.1) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantity will stand as the FINAL quantity.

NOTE: Must be full quantity to all consignees. No shortages or overruns will be allowed.

## Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
08-13-04	Bid opening.
08-23-04	Award of contract (Purchase order number by phone).
09-03-04	Security letter to IRS (see Section 5.6)
11-22-04	Final day Government may make quantity adjustments (may be by telephone).

11-22-04	Furnished cartridges to contractor.
11-24-03	Drop shipment plan due. (See Section 7.2)
12-06-04	Electronic Media/Disk for pamphlet & construction dummy available for pickup at GPO.
12-20-04	Begin turnover of Packages to Mail Services – Mail any quantity for Alaska and Hawaii.
12-23-04	Complete mail turnover to the Postal Service.
12-30-04	Postage summary reports due (see Section 1.5).

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of camera copy. In such event, the schedule will be adjusted in accordance with contract terms.

Unscheduled material such as shipping instructions, delivery lists, etc., will be furnished. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

1.1 A preaward plant survey may be conducted by GPO and IRS personnel to determine if the prospective contractor (and its subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference may be held at the contractor's plant. The purpose of the conference will be to discuss and review all aspects of the contractor's production plan and to establish coordination of all internal and external operations required to complete this contract.

1.3 **QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

1.4 **INSPECTION NOTIFICATION:** 72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to Terry.A.Costa @irs.gov .Fax IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-6629/4139 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

1.5 **POSTAGE SUMMARY REPORT & SHIPPING NOTIFICATION** (The reports must be submitted by the date/s in the schedule, otherwise there will be a delay in payment processing): Contractor is required to submit postage summary reports, showing the number of pieces and cost of Carrier Route, 3/5 digit, and grand total, in a format similar to the one shown in Exhibit 3. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Contractors must also submit shipping notification on the final day of shipping. E-mail the reports and notifications to Bernard.P.Morrison@irs.gov. Also, the contractor is to complete the block on all USPS mailing statements titled "Federal Agency Cost Code." The agency cost code for IRS permit imprint is 67039 and include GPO Jacket Number (See Exhibit 3A).

1.6 The contractor is required to electronically complete and submit via email Form 13456 to the IRS within three days of the barrel stamp date on the postage statement. For your convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to emailing the form to the contractor.

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602). The contractor is responsible for the accuracy of the information returned to the IRS. If there is any information missing or incorrect, please contact Paul Morrison at (202) 622-7264. **The contractor will email this form to Postage@publish.no.irs.gov.** They may cc their Printing Services Specialist. (See Exhibit 6)

The contractor **must** update Form 13456 electronically and submit via email to IRS within three business days of the barrel stamp date on the postage statement. **Any delay or missing input could result in delay of payment.**

**Faxing USPS Postage Statements:** In addition to submitting a completed Form 13456 the contractor is also required to FAX all associated postage statement forms to the IRS. The contractor is required to FAX only postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to **1-267-295-7877** (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission.

This form is faxed to the IRS, it is not emailed.

The form when completed must contain entries in the following fields:

Date, Name of IRS Printing Services Specialist, IRS requisition number, GPO Jacket Number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, GPO State and Contractor code, Number of pages faxed (*cannot exceed 32 pages including cover sheet*).

## Section 2 - MATERIALS

**2.1 FURNISHED BY GOVERNMENT:** (1) Electronic text for the pamphlet\*, (2) one dummy showing margins, perforations, location of forms and color scheme, (3) address cartridges for individual tax packages - produced in EBCDIC format. Contractors must be capable of reading cartridges utilizing a 36 track format, with data compression, (4) USPS pallets -made available by the USPS upon request, and (5) One copy of IRS Form 13456, IRS Publishing - Postage Report, in a fillable PDF file format and one copy of IRS Form 13456-A, IRS Publishing Postage Statement - FAX Cover Sheet, in a fillable PDF file format.

Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or Windows formatted 1.44 Megabyte floppy disk or Zip Disk, in Portal Document Format (PDF) generated from Adobe Acrobat 5.0 or later. All fonts will be embedded in the files at the PDF level). Contractor must have Adobe-Acrobat 5.0 to open the files. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. High-resolution image processors must be used if generating films.

**2.1.1 DISPOSITION OF FURNISHED MATERIALS:** Furnished disk, dummy, (see (1), (2), and (3) above) must be returned by January 14, 2005, to IRS, Attn: Paul Morrison, Room 6230/SE:W:CAR:MP:P:B:T, 1111 Constitution Ave. NW, Washington, DC 20224. Postal Service will advise contractor of disposition of unused postal pallets. The address cartridges supplied by the IRS must be returned by a traceable means at contractor's expense, to: IRS, National Computer Center, 250 Murall Drive, Kearneysville, WV 25430, Attention Tape Library.

**2.2 FURNISHED BY CONTRACTOR:** All other materials and operations necessary to fulfill the contract requirements, including telephone, facsimile transmission capability, personal computer, internet access and the following:

Print contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The print contractor is also required to have Adobe Acrobat 6.0 (or more recent) software (not Adobe Reader).

**2.2.1 Pamphlet Stock:** White or Natural (MUST be light shade) Newsprint, basis weight: 28 or 30 lbs. (per 500 sheets 24 x 36"), equal to JCP Code A10, or at contractor's option, White Offset Book, basis weight: 50 lbs. (per 500 sheets, 25 x 38"), equal to JCP Code A60.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

### Section 3 - Pamphlet Specifications

3.1 68-pages (including blanks), self cover, print head to head.

3.2 1,600,000 pamphlets.

3.3 Trim Size: 8-1/4 x 10-7/8" minimum, 8-1/2 x 11" maximum. Trim size of all pamphlets produced must be uniform.

3.4 Ink: Black for all pages.

3.5 Contractor must set a GPO imprint line, per GPO Contract Terms.

3.6 Image Size: The furnished copy will have a maximum image size of 7-3/8 x 10-1/8".

3.7 Margins: 1/2" head, 1/2" bind.

3.8 Binding: Pamphlets will be bound on long edge using paste on fold or two saddle-wire stitches. Trim three sides.

3.9 Pamphlet Proofs: Submit 2 sets of Dylux, or similar proofs, in book form, as soon as the contractor deems necessary in order to comply with the contract schedule. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back and trimmed to the finished size of the product. Dylux proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all images imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproving; such operations must be accomplished within the original production schedule allotted in the specifications.

Submit proofs to: Internal Revenue Service, 1111 Constitution Ave., Room 6230, Attn: Paul Morrison, Washington, D.C. 20224. The container and accompanying documentation must be marked "FORMS/INSTRUCTION PROOFS" and must include the GPO Jacket Number. Proofs will be held for 2 workdays from receipt in IRS, until the contractor is given an O.K. to print.

### Section 4 - Label Specifications

4.1 Addressing: Contractor will be responsible for producing address labels (white paper with addressing in black using a sans serif typeface) and printing reports and pallet placards from furnished cartridges. Contractor must be capable of reading cartridges utilizing a 36 track format, with data compression. Address cartridges will be produced in EBCDIC format and will be unedited (data cartridges). A core record layout will be supplied with the cartridges. See Exhibit 1.

At contractor's option, in lieu of addressing and affixing labels, contractor may computer image addresses (by either computer line (impact) printers or non-impact printers) directly onto pamphlet in black using a sans serif typeface (see section 5.3.2 for location of addressing). Addressing must be sharp and legible.

4.2 Cartridges: Contractor must reformat the furnished data cartridges to address a label, with a size of 4 x 1", and

print at the rate of eight (8) lines per inch. The contractor will also be required to take the information from the furnished cartridges and format it to create an 12 digit Delivery Point Barcode. See Exhibit 2.

4.3 Unusable Cartridges: Cartridges received in unusable condition or out of ZIP code sequence will be replaced by IRS on an expedited basis. If the contractor has not reported any discrepancy to the Government, within five workdays after receipt of cartridges, it will be taken that none exists. The contractor may notify IRS Martinsburg Computer Center (MCC) of cartridges that are missing or need replacing. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem. See 5.2

#### Section 5 - IMAGING TAX PACKAGES:

5.1 Furnished Cartridges: Contractor is responsible for taking the IRS raw data file and passing the file against the National Change of Address (NCOA) file using standard matching logic.

5.1.1 Undeliverables: Certain nixies should not be mailed.

- **NCOA nixies**, which consist of, closed post office boxes, no forwarding address, and foreign mail, will be taken out of the mailing.
- **True nixies**, which consist of a move type code (R, S, T) and one other nixie option code should not be mailed.

The exceptions to the above would be when the move type code is accompanied by a single nixie code G, K, Q, U, in which case the IRS master file address should be used.

- **False nixies**, which have a move type code (R, S, T) plus 2 or more other nixie option codes **should be mailed** to the IRS master file address.

5.1.2 The furnished cartridges are raw unedited mail label record cartridges and will have to be formatted, at the contractor's expense. (See Exhibit 1). The raw data has been passed through finalist software.

5.2 Unusable Cartridges: Cartridges received in unusable condition, out of ZIP code sequence, or missing cartridges, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of cartridges, it will be taken that none exists.* The contractor may notify IRS Martinsburg Computing Center (MCC) directly only if there is a physical problem with the cartridges or a cartridge shipment. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of cartridges, if more than 1 box. See 4.3.

5.3 Imaging/Addressing: The imaging and addressing may be accomplished by either impact printers or non-impact printers.

5.3.1 IMAGING - Must meet the following requirements:

(a) The size of the type must be at least *12 point* and the font may be Helvetica, Siemens Gothic Text, Siemens Essay Standard, Scitex Gothic International Medium, or Kodak Gothic. Any other must be approved before preproduction meeting.

- (b) Imaging must be black.
- (c) All characters must align.
- (d) No missing data or entries.
- (e) No duplicate data or entries.
- (f) Labels will have no more than 5 lines. (7 lines including carrier route line and delivery point barcode)
- (g) There will be a maximum of 39 characters per line and spaced 6 lines per inch vertically.
- (h) No broken characters.
- (i) No smearing.
- (j) No visible wicking.
- (k) No visible gloss.
- (l) Reflectance of characters shall be visually uniform across the whole label.

5.3.2 MAILING ADDRESS: Must meet all U.S. Postal Service requirements. The mailing address may be either at the top or parallel to spine, on back cover. The contractor must reformat the cartridges to image the carrier route

endorsement and literal, name, address, city, state, and zip code plus the postal sack number, and break number (change indicator) in 6 lines (See Record Layout). The contractor will be required to take information from the furnished cartridges and format it to create a 12 digit Delivery Point Barcode. This Barcode is to be imaged below the last line of the address, in accordance the USPS Domestic Mail Manual It must be on all 3/5 digit and basic mail, and may print on carrier route mail.

5.4 Unique Number: The contractor is required to produce a unique number for each package, using their own equipment, so the contractor may retrieve and reproduce records for any unusable package or when packages are pulled as QA Samples. If the unique number contains more than 10 characters it must NOT begin with 1800, 1877, 1888, or 1900. The unique number must not appear on any labels.

5.5 USPS Regulations: The contractor must comply with all U.S. Postal Service regulations governing the preparation of standard rate mailings which are in effect at the time of the mailing, (or parcel post, for some bulk shipments), including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities before the start of production.

5.5.1 The Domestic Mail Manual has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

5.6 Carrier Route Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

5.7 Presort Palletization: As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that individual packages of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets.

5.8 Internal Wrapping or Tying: All bundles containing mixed carrier routes or 3/5-digit ZIP codes require internal wrapping or tying in direct packages of ten or more pamphlets. See Domestic Mail Manual for details.

5.9 Postal Pallets: The U.S.P.S. will make available nestable pallets upon contractor's request or contractor may use his own pallets, that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual for (Packages and Bundles Presented on Pallets) and (Palletizing Sacks). See the DMM for preparation requirements for palletizing . Packages must be palletized separately from sacks. The sack tags must be barcoded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel or RCC. SEE 5.10.

5.10 Security Letter: The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or labels themselves for any other purpose than mailing the tax packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-622-4139, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://WWW.IRS.GOV), then click on forms and pubs, or from IRS by calling 1-800-829-3676), also (See Privacy Act Exhibit 8)

5.11 ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing cartridges for the contractor's use during the addressing operation. A copy must also be provided for the IRS resident coordinator.

5.12 Spoiled Tax Packages: The contractor must replace all spoiled imaged packages immediately.

5.13 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the

address cartridges and labels, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, personal computer with internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 5.0, Microsoft Word and Microsoft Excel 97 for submitting reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service.

5.14 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. (See Exhibit 2) The coordinator will transmit this report every work day to IRS National Office via internet. In the absence of the coordinator, the contractor must transmit the report to Bernard.P.Morrison@irs.gov. ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

5.15 Order of Addressing: May be affected by staging considerations.

#### Section 6 - Staging

6.1 Loaded pallets must be assembled and stored "staged" for eventual turn over to U.S. Postal Service beginning no sooner than the date specified in the Schedule. The pallets are to be staged in an order so that the furthest destinations will be turned over first.

6.2 Location of Staging Area and Point of Entry: Contractor will specify in his bid the location of his staging area/areas and his proposed point of entry/entries for the tax package mail. (See Offers Section)

#### Section 7 - MAIL TURNOVER TO POSTAL SERVICE

7.1 : The Postal Service will verify the total weight of the mailing. The contractor must comply with all Domestic Mail Manual (DMM) regulations governing use of Standard Mail (or parcel post, for some bulk shipments), except for the following:

7.1.1 The IRS will obtain the USPS bulk mail permit for this mailing.

7.2 USPS Plant-Verified Drop Shipments: The contractor will be required to drop ship all mailed quantities directly to the BMCs and SCFs, and to accomplish this, must prepare and implement a detailed plant-verified drop shipment plan, the cost of which must be included in the contractor's total bid price; a separate charge will not be allowed for any administrative costs for preparing and implementing the drop shipment plan.

On or before the date in the schedule, the contractor MUST submit its detailed plant-verified drop shipment plan for direct shipments to the BMCs and SCFs. The detailed plan must be submitted to the GPO and must be basically in the format shown in Exhibit 4 to show the piece count, approximate weight, postal discount, freight charges, net savings, and number of transit days for each shipment. The contractor must provide the scheduled dates for dropping at the BMCs and SCF, etc.

**Due to the IRS's 100% delivery requirement, Optional Mail procedures that do not weigh pallets of mail are not allowed or authorized.**

Reimbursement for the actual freight costs will be made from copies of the commercial carrier freight bills that must be submitted with the contractor's invoice, and each freight bill must show the shipping cost and weight of the shipment." If the contractor utilizes a freight consolidator, payment will be made with the submission of the contractors invoices showing actual charges to the contractor. Reimbursed freight costs will not be subject to any "prompt payment discounts. The contractor must provide the scheduled dates for dropping at the BMC's and



SCF's. Contractor must include copies of the USPS form 8125 that have been signed at the recipient destination along with their freight bills and invoices or furnish a Track/Trace report showing the appointment dates and USPS confirmation numbers. Freight charges must not exceed those in the submitted drop shipment plan, except for allowable fuel surcharges.

Submit drop shipment plan to: U.S. Government Printing Office, Stop PPP, Room C817, 27 G STREET NW, WASHINGTON, D.C. 20401. The container and accompanying documentation must be marked Attention IRS Desk, DROP SHIPMENT PLAN and must include the GPO jacket number.

7.3 Vehicles Provided: For material not covered under the drop shipment plan or if the drop shipment plan is not accepted, truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in schedules without demurrage costs.

Special handling instructions for the Alaska (est. 18,000 copies) and Hawaii (est. 58,000 copies), which are part of the Fresno service center. The contractor must separate these addresses from the Service Center and release them in accordance with the date in the schedule. Contractor must provide transportation so packages deliver no later than December 8, 2004.

7.5 APO/FPO packages, if any, will be part of the Philadelphia Service Center (28) requirement. There are no special envelope codes for APO/FPO mail. APO/FPO mail is to be addressed by the contractor, tied into 5 digit packages, placed in regular canvas bags for each unique zip code, and mailed to San Francisco/Oakland or New York per the DMM requirements. APO/FPO Requirements: The contractor must obtain bag tags (or produce tags at own expense) and bags from the Postal Service for each APO/FPO destination. Each bag tag should contain the following:

1. APO Destination, and code (eg: APO AE 09028)
2. Standard Mail (STD FLATS)
3. IRS Washington D.C. 202

7.6 Indicia: The Government will also furnish a permit number and indicia for the mailing. A PS Form 3602, Statement of Mailing with Permit Imprints and a GPO Form 712, Certificate of Conformance must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels.

7.7 GUARANTEED MAXIMUM WEIGHT OF TAX PACKAGE: Contractor must submit, with his bid, the guaranteed maximum weight of the product he proposes to furnish based on the dimensions and paper options he elects. The weight of the package must be calculated to one hundredth of an ounce (.001 ounce). (See Offers Section) This weight will be used for bid evaluation purposes. Postal costs for mailing will be evaluated and considered as an element in the "lowest cost to the Government" award process. If the delivered packages exceed the guaranteed maximum weight, the contract price shall be reduced by an amount equal to the difference between the mail costs computed for evaluation purposes based on offeror's guaranteed maximum shipping weights and the mail costs that should have been used for evaluation purposes based on correct weight data.

## Section 8 - Quality Assurance

8.1 QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

### Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

### Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Camera copy, Electronic media.

8.2 Production Samples: The copies included in (A) and (B) are considered sample copies and will not be included in the quantity ordered and can not be included in the quantity billed.

(A) QUALITY ASSURANCE RANDOM COPIES: The contractor MUST submit 200 quality assurance random copies, unaddressed packages, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies.

(B) Ship or mail the first 90 completed pamphlets (70 unaddressed and 20 addressed) at contractor's expense, by an overnight delivery service as follows:

10 copies unaddressed and 10 copies addressed - Internal Revenue Service  
Room 6230, Attention: Paul Morrison, SE:W:CAR:MP:P:B:T  
1111 Constitution Ave. NW  
Washington, DC 20224

50 copies unaddressed - Internal Revenue Service  
Room 6429, Attention Richard Denmark  
1111 Constitution Ave. NW  
Washington, DC 20224

10 copies unaddressed and 10 copies addressed - Internal Revenue Service  
Room 6230, Attention: Paul Dangel, SE:W:CAR:MP:P:B  
1111 Constitution Ave. NW  
Washington, DC 20224

The following information to be used for labeling/addressing samples:

[include carrier route endorsement & literal]  
JAMES A & ANDREA A TAXPAYER  
16305 Main Avenue NW  
ANYTOWN US 99999-9999  
[include delivery point barcode]

Section 9 - OFFERS

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Bidder MUST submit a price for each line item under the "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held the bidder intends to furnish those individual items at no charge to the Government.

Mail costs will be used as a factor in the basis of award.

9.1 Printing and binding 1,600,000 pamphlets; labeling/addressing, sorting, staging, and turning over for mailing of 1,600,000 pamphlets;

.....\$ \_\_\_\_\_

The bidder must state the cost for preparing and implementing the drop shipment plan included in the total bid price above .....\$ \_\_\_\_\_

9.2 Prices for additional quantities. "ADDITIONAL RATE"  
(A price MUST be submitted for each line)

9.2.1 Printing & binding pamphlets (68 pages).....per 1,000...\$ \_\_\_\_\_

9.2.2 Labeling/Addressing of pamphlets.....per 1,000...\$ \_\_\_\_\_

9.2.3 Sorting, staging and turnover of mail.....per 1,000...\$ \_\_\_\_\_

9.2.4 Passing records through NCOA.....per 1,000 records..\$ \_\_\_\_\_

9.3 Size of pamphlet contractor to furnish..... X \_\_\_\_\_".

9.4 Guaranteed maximum weight of package to (.001 ounce): \_\_\_\_\_.

9.4.1 If the offeror fails to state a guaranteed maximum weight for the package as requested, the Government will use the estimated weight of (3.331 ounce) per package, for bid evaluation; and the contractor agrees this will be the basis for any reduction in contract price as provided in Section 7.7.

9.5 Stock contractor proposes to use..... JCP A10 \_\_\_\_\_, JCP A60 \_\_\_\_\_.

9.6 Name, address, and phone number of subcontractors, if any, and what they will perform on this contract:

\_\_\_\_\_  
\_\_\_\_\_

NCOA Licensed Vendor: \_\_\_\_\_

9.7 Location of Staging Area: City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_

9.8 Point of entry for mail packages (Standard Mail):

City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bidder must fill out and sign this page of these specifications and return them attached to GPO Bid Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Bidder